



Reliability Council Charter, version 2.2

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Revision History

CONFIDENTIAL	Reliability Council Charter
Bonneville Power Administration	DATE: November 5, 2004

Version	Issue Date	Remarks	Prepared By	Board Approval Date	Reliability Officer Approval Date
1.0	11/05/05			November 2005 RC	
2.0	01/05/07	Major revisions to incorporate new organization structure.	Core Group		
2.1	01/06/07	RC authority derives from Executive Sponsors through the Reliability Officer. RO chairs RC.	Deputy Administrator		
2.2	1/10/07	RC group edit		January 10, 2007	

1 Name

This organization shall be known as the Reliability Council (RC).

2 Mission Statement

The RC provides BPA structure, accountability, communication, and oversight of Federal Columbia River Power System (FCRPS) reliability and application of reliability standards. Through the RC BPA proactively manages its policy, priorities, strategic choices and decisions related to reliability. This includes meeting or exceeding reliability standards; coordinating to avoid non-compliance; maintaining a positive relationship with its stakeholders; and address customer expectations. The Council creates and sustains an environment of reliability and operational excellence.

To proactively address policy development in external forums and meet or exceed compliance requirements, this mission is intended to:

- ♦ Increase the effectiveness and efficiency of BPA representation in external forums
- ♦ Proactively and strategically shape electric reliability, compliance and business standards that affect BPA reliability.
- ♦ Promote at the highest levels reliability and excellence in the operation, planning and construction of the Federal Columbia River Power System (FCRPS) - the integrated power and transmission grid operated by BPA.
- ♦ Collaborate on reliability policy, priorities and strategy.
- ♦ Advise the Reliability Officer.

3 Scope

The RC promotes coordination, communication, efficiency, and effectiveness in BPA and in its representation in external forums (such as NERC, NAESB, WECC, and NWPP) to assure BPA compliance with industry reliability standards and associate business practices. It does not manage operations in any way.

BPA's RC has three primary functions:

- ♦ Continuous self-assessment and correction to assure compliance with electric utility industry policy, practices, standards and requirements to the extent they are consistent with BPA mission, goals and authorities
- ♦ Standards development, strategy and implementation
- ♦ Coordination and communication

Continuous self-assessment and correction

The RC will provide guidance to support the continuous review and improvement of BPA's performance relative to reliability and critical infrastructure protection standards and compliance so that BPA can identify and address reliability risks before they become a problem. An example of continuous review would include rigorous analysis of system outages and near miss events, as well as non-compliance events.

Standards development, strategy, and implementation

Standards Development and Implementation: coordinate participation in the development of external standards for reliability and critical infrastructure protection.

Develop a process for identifying and reconciling the reliability related issues, goals, strategies and impacts across BPA operations and commercial activities so there is a One BPA position presented in public forums.

- ♦ Identify where appropriate, the impact of new standards and standards compliance on FTE, capital and expense programs. Provide adequate resources to meet compliance expectations as outlined in the Standards Compliance Plan (SCP).
- ♦ Coordinate issues across business lines, with the USBR, USCE and with stakeholders.
- ♦ Establish RC related performance goals and measurements for manager's contracts.
- ♦ Document decisions made by the RC.



Standards Compliance Plan (SCP)

Approve and maintain, in coordination with Regulatory Affairs a comprehensive SCP at BPA. The SCP would clearly identify the following:

- ♦ All reliability standards where BPA is expected to comply and what standards BPA does not comply with.
- ♦ Reliability indices and measurements that will be used to measure compliance levels and alert the RC of reliability or compliance problems.
- ♦ Internal and external reporting requirements and responsibility.
- ♦ Expectations for pro-active review, reporting and mitigation of problem or high-risk areas before having to report non-compliance.

Standards Compliance Plan tool

RC will ensure the development of requirements and tools to identify the applicable standards, timely reporting, organizational coordination, communications, and applicable metrics to measure success. Metrics will be developed that effectively show status of compliance and trends.

Coordination and communication

The RC will communicate and coordinate its goals, functions, and actions with BPA employees, external agencies, and customer groups.

Coordination and Communication Tool: RC will maintain a SharePoint webpage to access all authoritative RC information including who serves on various external forums and the scope of matters which they review for the RC. This tool also posts Representative's Reports from external meetings, and provides other functions needed to carry out the Council's functions.

4 Program, Work Process and Organization

The RC is organized to assure that appropriate and effective processes, policies, and practices related to reliability of the Transmission and Power Systems under BPA's control are established and carried out effectively. It is structured to keep the execution of work as close to the primary implementers and experts as possible. The relationship of the RC's components are as follows (see diagram "Reliability Program Components")

The **Reliability Council's membership** includes designated managers responsible for reliability or reliability-related functions. The Council collaborates in identifying, understanding and resolving issues regarding BPA's system reliability policies, strategies and priorities.

The **BPA Reliability Officer** has responsibility for the products of the RC; assuring BPA's policies and decisions regarding reliability are appropriate and effective. The Reliability officer will have Executive Point of Contacts in Power Services, Industry Restructuring (IR), and Office of General Counsel (OGC) for issues consultation.

The **Reliability Program managers** in Transmission Services (T) and Power Services (P) will facilitate the Council's work in P and T. They have responsibility to manage the processes related to the Reliability Program in consultation with Council members.

Regulatory Affairs is responsible for assuring that all regulatory obligations are identified, and risks are assessed. They monitor to assure the Reliability Program has processes and tools in place to effectively fulfill reliability obligations, supporting a One-BPA strategic approach on reliability issues when interacting with regulatory bodies and compliance standards. Regulatory



Affairs has the responsibility and authority to monitor and recommend all necessary actions to assure or restore compliance with reliability obligations.

Performance managers and **Subject Matter Experts (SME)** are responsible for managing and generating the critical information to meet these obligations.

The RC web site will be used to administer the Reliability Program by providing full visibility of and participation in RC activities. The Council charter, processes, documents, procedures and other all materials will be posted.

5 Authoritative Source for RC Information

Available on the BPA intranet

6 Decision Making

It is intended that reliability decisions related to policy, priorities, and strategic direction will be made by consensus in the RC. The Reliability Officer who's authority is derived from the executive sponsors has decision making authority for the RC. In the event of circumstances where the decision can't be made in a RC meeting, the Reliability Officer will make the decision after consultation with the executive sponsors. Reliability Council decisions will be consistent with the agency decision framework (appendix C). The Reliability Program Managers will assure appropriate documentation is done at the direction of the Council.

7 Sponsorship/Membership

- A. **Reliability Council Executive Sponsors:**
 - ♦ Deputy Administrator
 - ♦ Senior Vice President, Transmission Services
- B. **Reliability Officer**
 - ♦ The Reliability Officer shall be appointed from the Transmission Services by the executive sponsors of the RC.
- C. **Executive Points of Contact**
 - ♦ General Counsel
 - ♦ VP Generation Asset Management
 - ♦ Industry Restructuring Manager
- D. **Reliability Program Manager(s)**
 - ♦ Transmission Services Reliability Program Manager
 - ♦ Power Services Reliability Program Manager
- E. **Reliability Council Core Group**
 - ♦ Executive Secretary, Reliability Program Managers (2), Regulatory Affairs Rep, Transmission Services Rep, Power Services Rep, Industry Restructuring Rep, RC Coordinator



F. Reliability Council Membership

- ◆ Vice President of Planning and Asset Management
- ◆ Manager of System Operations
- ◆ Vice President Field Services
- ◆ Vice President Generation Asset Management
- ◆ Vice President of Bulk Power Marketing
- ◆ Dispatch Manager
- ◆ Manager Transmission Supply
- ◆ Manager Generation Scheduling
- ◆ Manager Schedule Coordination
- ◆ Manager Federal Hydro Projects
- ◆ Manager of Technical Operations
- ◆ Manager, Real Time Control Systems
- ◆ Security Manager
- ◆ Manager, Network Planning
- ◆ Reliability Compliance Officer
- ◆ Representative, Office of General Counsel
- ◆ Manager, Asset Performance Management
- ◆ Manager, Network Planning
- ◆ Executive Secretary

Appendix A - List of Reliability Council Members

8 Meetings/Activities

The RC will meet at least quarterly, or as required based on events and conditions that may dictate more frequent meetings.

RC core members will meet at least monthly.

9 Chairmanship

The Reliability Officer shall serve as the Chairperson. The Reliability Officer may designate another Council member to convene and conduct a meeting of the Council in his/her absence; but if the Council cannot reach a decision, that member may not exercise the Reliability Officer's decision making authority.

10 Principles

The RC will:

- ◆ Champion or advocate excellence in all phases of FCRPS operations.
- ◆ Promote the highest levels of professionalism among all personnel, including a strong emphasis on consensus building and regionally responsive decision-making.
- ◆ Facilitate communication and exchange of information and coordinate between BPA's various internal business units on issues that impact electric industry reliability and critical infrastructure protection policy and standards.



- ◆ Proactively shape the development of national and regional reliability policy and standards.
- ◆ Analyze events that occur on the FCRPS to identify possible precursors of more serious events, and disseminate the lessons learned. Facilitate understanding and application of the lessons learned to prevent recurrence.
- ◆ Assist line organizations and managers identify human or equipment resources issues associated with compliance to new or modified standards and collaboratively work toward promptly addressing those concerns to assure BPA compliance.
- ◆ Promote the exchange of information through development of good practices and effective work processes that assist in achieving safe, reliable and efficient operation of the FCRPS. Recognize the importance of improving or revising existing practices when necessary, rather than supplanting them.
- ◆ Utilize agency decision making framework when making major decisions.

12 Duties/Responsibilities

A. Reliability Officer

- a. Provides agency oversight of reliability and application of industry standards so that BPA proactively manages and implements strategic choices related to reliability and associated standards;
- b. Ensure BPA meets or exceeds reliability standards; avoids sanctions for non-compliance; maintains a positive relationship with its stakeholders; and meets customer expectations for reliable service at reasonable rates.
- c. Chairs the RC and Acts with the delegated authority of the Executive Sponsors.
- d. Decisions:
 - i. Presides over collaborative decision making in the RC with ultimate responsibility for RC decisions.
 - ii. Where an issue that can't be resolved at the staff level must be completed before a meeting of the RC can be held, the Reliability Officer shall work with the Executive Points of Contact to seek resolution.
 - iii. When necessary, the Reliability Officer has the authority to make the decision and shall report back to the RC on decisions made or actions taken on behalf of the Executive Sponsors.

B. Executive Points of Contact

Will be designated by their organization and

- a. Is the executive responsible for their organization's representation for the RC,
- b. Coordinates issues between the RC meetings with the Reliability Officer, collaborates on reliability issues and implements decisions of the RC. This includes developing and overseeing the application of RC initiatives from their organization's point of view so that BPA presents a "One BPA" view,
- c. Proactively manages and implements strategic choices related to reliability and associated standards;
 - i. meets or exceeds reliability Standards;
 - ii. avoids sanctions for non-compliance;
 - iii. maintains a positive relationship with its stakeholders; and
 - iv. meets customer expectations for reliable service at reasonable rates



C. Council Member Responsibilities

- a. Attend all scheduled meetings. If unable to attend, ensure that an alternate attends.
- b. Provide the necessary resources and funding required to support RC goals and objectives and assure follow-up assignments are carried out.
- c. Carry out liaison and other follow-up assignments.
- d. Consider recommendations brought forward and take action on such recommendations within 60 days.
- e. Identify to managers issues requiring analysis.
- f. Provide for unhindered (including anonymous) input from any person regarding reliability issues or deficiencies.
- g. Establish and maintain a procedure to provide guidance in the event a manager is not responsive to the Program or is unwilling to take action to resolve a significant reliability issue.
- h. If managers are unable to resolve complex issues, the Council will consider alternatives and will provide guidance.
- i. Responsible to understand the basic components of reliability and how the independent pillars support one another.
- j. Work to assure processes and programs facilitate pursuit of excellence and that the Council leads this cultural shift.

D. Responsibilities of Managers

- a. Establish clear lines of responsibility and accountability for operation, maintenance, training, support, and other activities for reliable operation of the FCRPS.
- b. Managers are accountable for the performance of their staff.
- c. Responsive to identified areas for improvement made in conjunction with Reliability Analysis.
- d. Assess, prioritize, and assign SME workload for all RC action items within resource constraints and agency priorities.
- e. Assure evaluation of staff recommendations to enhance reliability, perform a resource assessment for the proposed solutions, and pursue recommendations that have merit.
- f. Assure assessment of the impacts of their decisions on other organizations, and resolve disputes at the lowest possible level.
- g. Bring complex issues with multiple impacts to the Council in a timely manner regardless of whether those issues have been resolved.
- h. Collaboratively prioritize the areas of focus for reliability and associated standards and to recommend those priorities to the Council.
- i. Follow up with employees to assure that they are timely completing Representative's Report for external meetings.
- j. Support processes and programs facilitate pursuit of excellence and the commensurate tools that facilitate this cultural shift.

E. Duties of the Core Group

- a. Identify need to bring matters to the attention of the Council.
- b. Coordinate with the Compliance Program Managers to track and report compliance status to the Council schedule compliance status updates to the council.
- c. Employ coordinating committees at mid-management levels to assure effective planning, communication, and implementation of the RC Program.



- d. Arrange logistical support for RC actions and meetings, including preparation and dissemination of materials, use of facilities, and use of other supporting resources.
 - e. Arrange, at a minimum, four meetings (quarterly) per year.
 - f. Prepare the meeting agenda with input from members.
 - g. Prepare and distribute meeting minutes
- F. Transmission Services / Power Services Reliability Program Manager Responsibilities**
The Reliability Program Manager is the person assigned in Power Services and Transmission Services to implement and support the RC's guidance and mission and coordinating as appropriate with staff from Regulatory Affairs. This position has the responsibility to:
- a. Manage participation in standards development
 - b. Carry out compliance administrative functions within their organization.
 - c. Monitor for action from all reliability organizations including FERC, NERC, WECC, NWPP.
 - d. Facilitate and execute procedures for all action items. Identify required products and facilitate and administrate the products.
 - e. Provide the logistical, administrative support to enable effective participation by various BPA subject matter experts.
 - f. Facilitate and use action tracking systems to assure appropriate resources are addressed by performance managers to accomplish action items.
 - g. Identify deficiencies in the RC processes and recommend, facilitate, or develop improvements,
 - h. Provide the logistics and administrative oversight to assure that work specified in the RC is accomplished
- G. Role of Regulatory Affairs**
The FERC Reliability Compliance Officer is responsible for assuring that the Agency's reliability compliance program is in place and effective in meeting BPA's reliability obligations. The reliability compliance program monitors compliance performance data, including effectiveness of compliance to reliability standards, recommends appropriate actions or mitigation procedures, and is responsible to assure effective compliance audits. The Reliability Compliance Officer is responsible for assuring effective processes are in place for compliance related requests from FERC, NERC, and the WECC that are accurate and on-time.
- The FERC Reliability Compliance Officer utilizes a One-BPA strategic approach to reliability in dealing with regulatory bodies and standards for operations.
- H. Responsibilities of Representatives to External Groups**
- a. A representative is the official Bonneville participant in external committees, sub-committees, and workgroups.
 - b. Representatives are expected to meet performance objectives and expectations and support the RC principles.
 - c. Representatives are expected to attend meetings of their assigned external group(s) either in person or by phone or to designate an alternate BPA representative, normally a Point of Contact. (Representatives and Points of Contact may decide not to have BPA representation at a particular meeting for reasons such as meeting location or lack of agenda topics relevant to BPA.)



- d. Representatives are expected to represent BPA agency positions in their assigned external groups. They are responsible for working with Points of Contact and other technical and functional experts as appropriate on a 'One BPA' approach to issues, coordinating comments and carrying forward BPA interests.
 - e. To develop agency positions, prior to each meeting representatives are expected to convene a pre-meeting or otherwise engage participation of the business line Point(s) of Contact and any other technical or functional representatives required to understand and represent the agency effectively.
 - f. Representatives are expected to fully share information, practices, and experiences, unless prohibited by Standards of Conduct.
 - g. Representatives need to think outside the box to encourage reliability, identify the vulnerabilities, raising them even if it seems inconsistent with our "rules" to do so.
 - h. Representatives are expected to effectively communicate information from meetings that are of interest and have impact to BPA. The preferred method is to complete the Representative's Report e-Form in a timely manner (normally 10 working days). Other methods could include timely meetings with appropriate stakeholders.
 - i. Representatives are responsible for assuring completion of any action items or follow-up required from meetings or assignments of the external group. This includes ensuring that the Point(s) of Contact are informed and involved in preparing BPA responses, analyses, etc.
 - j. Representatives live the culture of pursuit of excellence because it will result in increased reliability and provide customers power and transmission services at reasonable rates.
- I. Responsibilities of Designated Points of Contact**
- a. A point of contact is someone other than the representative who is the alternate representative and has responsibilities including:
 - b. Points of Contact are responsible for working with Representatives on a One BPA approach to issues, coordinating comments from their business unit and providing input to Representatives. Points of Contact will forward to stakeholders and those who provided comment(s) the BPA comments sent to the external party by the Representative.
 - c. Points of Contact serve as alternate representatives to the assigned external group(s) unless another alternate is designated by the Representative for BPA. If any proxy is required for voting purposes, the Representative is responsible for making sure the Point of Contact is authorized to vote on his/her behalf.
 - d. Points of Contact may request, in conjunction with the Representative and subject to their performance management approval and the identified representative's performance manager, to attend external meetings with the Representative. The attendance decision is to be made on a case-by-case basis with Performance Managers and the assigned Representative, based on the meeting agenda and the need for technical expertise or functional knowledge at that meeting.
 - e. Points of Contact are expected to follow all other guidance for Representatives in external forums.
 - f. Points of Contact are responsible for keeping stakeholders and affected workgroups and managers within their own business unit informed about activities of the external committee(s) they follow.
 - g. Points of Contact live the culture of pursuit of excellence because it will result in increase reliability and provide customers power and transmission services at reasonable rates.



J. Subject Matter Experts/Stakeholders

- a. A subject matter expert is the person(s) who is not any of the above and provides critical guidance to points of contact and representatives. They may have direct reliability compliance responsibilities.
- b. Subject Matter Experts are responsible for working with Representatives on a One BPA approach to issues, coordinating comments from their business unit and providing input to Representatives. Subject Matter Experts will forward to stakeholders, representatives and those who provided comment(s) for BPA
- c. Subject Matter Experts are responsible for keeping stakeholders and affected workgroups and managers within their own business unit informed about activities of the external committee(s) they follow

13 BPA Strategic Objectives and Agency Targets related to the RC

- S1 Our policies encourage regional actions that ensure adequate, efficient, and reliable transmission and power service.
- S2 The FCRPS performance and expansion meet availability, adequacy, reliability and cost-effectiveness standards.
- S9 The FCRPS assets are managed to protect ratepayer and taxpayer interests for the long-term
- F1 Sustainable capital access.
- F2 Consistent cost recovery over time.
- F3 Cash flow for liquidity.
- I1 Best practices (with emphasis on cost, performance and simplicity) are obtained in key systems and processes.
- I2 Single enterprise optimization (not in conflict with standards of conduct).
- I3 Risks are managed within acceptable bounds.
- I4 Leader in the application of technologies that increase the value of mission deliverables.
- I5 Collaborative customer/constituent/tribal relationships supported by our managing to clear, long-term objectives with reliable results.
- I6 Increased transparency in our processes, decisions and performance.
- I7 Decision-making reflects consistent application of specified criteria.
- P1 Leaders set clear direction and are accountable for results.
- P3 Effective feedback motivates and aligns employees around meaningful work.



Value Proposition

Business Case/ Estimated Benefits

Beneficiaries: BPA, TF, TO, TM, PG, PT, Customers, PNW Reliability Coordinator

Quantitative Benefits: Increased levels of transmission reliability and availability; improved financial performance (including no increased cost due to financial sanctions); improved transparency to staff and customers; regulatory compliance

Qualitative Benefits: Increased customer satisfaction and trust; increased efficiency in operations and planning; improve deployment of scarce human and financial resources; improved reputation in the industry, and improved DOE, NERC, and FERC coordination. Implementation of high performing organization (HPO) objectives.

Appendices

- A. List of RC Members
- B. Principles BPA representation to External Committees
- C. Agency Decision making framework (incorporated by reference)
- D. Responsibilities of Voting Representatives (incorporated by reference)
 - i. NERC
 - ii. WECC
 - iii. NAESB
- E. Processes (incorporated by reference)
 - i. Reliability Data Process map
 - ii. Voting process

Appendix A: Reliability Council Membership

- A. Reliability Council Executive Sponsors**
 - ◆ Deputy Administrator
 - ◆ Senior Vice President, Transmission Services
- B. Reliability Officer**
- C. Executive Points of Contact**
 - ◆ General Counsel
 - ◆ VP Generation Asset Management
 - ◆ Industry Restructuring Manager
- D. Reliability Program Manager(s)**
 - ◆ Transmission Services Reliability Program Manager
 - ◆ Power Services Reliability Program Manager
- E. Reliability Council Core Group**
 - ◆ Executive Secretary, Reliability Program Managers (2), Regulatory Affairs Rep, Transmission Services Rep, Power Services Rep, Industry Restructuring Rep, RC Coordinator
- F. Reliability Council Membership**
 - ◆ Vice President of Planning and Asset Management
 - ◆ Manager of System Operations
 - ◆ Vice President Field Services
 - ◆ Vice President Generation Asset Management
 - ◆ Vice President of Bulk Power Marketing
 - ◆ Dispatch Manager
 - ◆ Manager Transmission Supply
 - ◆ Manager Generation Scheduling
 - ◆ Manager Schedule Coordination
 - ◆ Manager Federal Hydro Projects
 - ◆ Manager of Technical Operations
 - ◆ Manager, Real Time Control Systems
 - ◆ Security Manager
 - ◆ Manager, Network Planning
 - ◆ Reliability Compliance Officer
 - ◆ Representative, Office of General Counsel
 - ◆ Manager, Asset Performance Management
 - ◆ Executive Secretary



Appendix B: Principles Of BPA Representation In External Industry Forums

1. BPA will establish a strategy for staffing and participating in external forums that will be driven by issues and/or activities that directly or indirectly affect BPA programs and policies.
2. To increase the efficiency, effectiveness, and accountability of representation, BPA will minimize duplication of its representation to external industry forums (NWPP, WECC, NERC, NAESB) Staffing for these activities will be based on BPA's strategic needs and the potential impact on BPA of issues being addressed. The BPA management team will authorize one BPA employee who will represent BPA at standing committees and subcommittees unless a critical need exists for more than one person to attend any such meeting. The RC will prioritize its efforts according BPA objectives and resource needs.
3. BPA management will determine how to best staff other committees in which BPA elects to participate for business reasons this includes task forces, work groups, or ad hoc groups.
4. BPA representatives to external forums will have clearly defined roles and responsibilities, including the responsibility for internal coordination and communication. Representatives meet management's expectations regarding their participation.
5. BPA management will set clear direction and hold staff accountable. Management is responsible to assure alignment of BPA policies internally and externally, clarify expectations of staff, and assure that BPA is appropriately represented at external forums.
6. BPA's participation in external industry forums is an essential part of improving BPA so that it can benefit its stakeholders and customers. Further, BPA is a recognized leader in the electric power industry and will strive to improve the reliability, through its active participation in external forums.

Date: July 17, 2007

Purpose/Subject: External version of BPA RC Charter for Web site

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